



**ARRIVAL & DEPARTURE  
BRIEFING FOR THE  
72<sup>nd</sup> UNGA**

**August 17, 2017**

**UNITED STATES MISSION TO THE UNITED NATIONS**



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ARRIVAL / DEPARTURE BRIEFING FOR THE 72<sup>nd</sup> UNGA  
August 17, 2017**

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**RESOURCES**

**U.S. MISSION**

**PHONE**

**FAX**

Mr. Jason T. Lang	212-415-4453 (Desk)	212-415-4162
--Port Courtesies (Arrivals)	Email: langjt@state.gov	
--Escort Screening (Departures)	Email: airportescorts@state.gov	
Ms. Lisa Bowen	212-415-4144 (Desk)	212-415-4162
--Port Courtesies (Arrivals)	Email: bowenlx@state.gov	
--Escort Screening (Departures)	Email: airportescorts@state.gov	
After Hours Telephone	212-415-4444	

**U.S. DEPARTMENT OF STATE**

Mr. Rodney Bethea	202-663-3390 (Desk)	
--Diplomatic Aircraft Clearances	202-549-7148 (BB)	
	Email: betheard@state.gov	
E-Gov Port Courtesies (Arrivals)	202-647-4074 (Desk)	
Ms. Lika Johnston	202-997-4923 (BB)	
	Email: portcourtesies@state.gov	
Lika Johnston or	202-647-4503 (Desk)	
Ms. Kira Robin	Email: escortscreening@state.gov	
--Airport Escort Screening	<a href="http://www.state.gov/s/cpr/c69857.htm">http://www.state.gov/s/cpr/c69857.htm</a>	
Courtesies (Departures)		
Department of State	202-647-1512	
Operations Center (24/7)		

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August 17, 2017**

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**BRIEFING SCHEDULE**

3:00 – 3:10 PM	<b>Welcoming Remarks/Introductions</b> James B. Donovan, Minister Counselor USUN Host Country Affairs
3:10 – 3:25 PM	<b>Courtesies of the Port (Arrivals)</b> Office of the Chief of Protocol, Washington, D.C.
3:25 – 3:55 PM	<b>Port Authority of NY/NJ</b> – Airport operations, Private Flights, Airport Access <b>Port Authority Police Department (PAPD)</b> – Motorcade Staging Areas, Parking
3:55 – 4:15 PM	<b>Diplomatic Aircraft Clearance</b> Office of Global Programs and Initiatives Washington, D.C.
4:15 – 4:35 PM	<b>U.S. Customs and Border Protection</b> <b>CBP – Newark International Airport</b> <b>CBP – John F. Kennedy International Airport</b>
4:35 – 5:00 PM	<b>U.S. Secret Service Dignitary Protection</b>
5:00 – 5:15 PM	<b>Airport Escort Screening Courtesies (Departures)</b> US Mission to the United Nations Host Country Affairs
5:15 – 5:35 PM	<b>Other Federal/City Agencies</b>
5:35 – 6:00 PM	<b>Questions and Answers/Conclusion</b>

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**Agents and representatives from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.**



# Courtesies of the Port

(Request for Facilitation on Arrival)

\* This is for Arrivals only, and is not to be used for departure requests

## Definition

A Port Courtesy or “Courtesy of the Port” provides Foreign Government Officials and their traveling parties expedited processing and clearance upon arrival into the United States. Requests for Port Courtesies are managed by the Office of the Chief of Protocol in coordination with U.S. Customs and Border Protection (CBP). Port Courtesies are only granted to the individual(s) traveling in an official business capacity and will not be provided for personal travel. Foreign Missions are responsible for submitting requests for Port Courtesies on behalf of the traveling dignitary and delegation members. The expedited processing and clearance of the dignitary and delegation members occurs at the FIRST international port of entry into the United States. Any additional domestic flight connections neither receive nor require Port Courtesy assistance.

## Who is eligible?

Below is an extensive list of those foreign dignitaries who are eligible for a Port Courtesy request. The Office of the Chief of Protocol is required to adhere strictly to this list when receiving requests for Port Courtesies from the Foreign Missions. **Please note that any children flying independently of a qualifying dignitary are not eligible for Port Courtesies.**

- Chiefs of State/Heads of Government (*and their traveling parties*)
- First Ladies/Spouses of Chiefs of State/Head of Government
- Former Chiefs of State/Heads of Government (*and their traveling parties*)
- Vice Presidents/Deputy Prime Ministers
- Cabinet Ministers/Cabinet Secretaries (*and their traveling parties*)
- Deputy Cabinet Ministers/Deputy Cabinet Secretaries (*and their traveling parties*)
- State Ministers/State Secretaries
- Members of Royal Families
- Members of Parliament/Congress
- Chiefs of Missions *accredited to the United States*
- Chiefs of Missions *designate to the United States*
- Spouses of Chiefs of Missions accredited to the United States
- Permanent Representatives to the United Nations *in New York*
- Permanent Representatives *designate to the United Nations in New York*
- Highest Judicial Tribunal Justices (*example: Supreme Court Justices*)
- High-Ranking Foreign Military Officers not posted to an Embassy or Consulate
- Other High-Ranking Officials as designated by the Office of Chief of Protocol at the Department of State



# Courtesies of the Port

(Request for Facilitation on Arrival)

## Important Reminders:

- Diplomatic Missions should take advantage of the normal Port Clearance Program to simplify Customs passport processing by submitting a Port Courtesy requests via e-Gov.
- Port Courtesy requests are for the first port of entry into the United States.
- Requests must be submitted a **minimum of three (3) business days** prior to the arrival date into the United States.
- Embassies should identify the two (2) official delegation arrival greeters on the Port Courtesy request.
- If weapons will be brought into the United States, the weapon information and security officer's information must be listed on the port courtesy request and be submitted a minimum of three (3) business days prior to the arrival date into the United States.
- For weapons please refer to the weapons procedures diplomatic note.
- ALL requests for Courtesies of the Port must be made through the electronic **e-Gov system**. Please refer to the detailed information provided on pages 8-13 of this guide.
- In order to use the e-Gov Port Courtesies module, you must EMAIL the "Application for OFM Web Site Account" request form to the Office of Foreign Missions email at: [OFMeGovHelpDesk@state.gov](mailto:OFMeGovHelpDesk@state.gov) (application can be found on the e-Gov user guide).
- You may contact the Office of Foreign Missions help desk by e-mail at [ofmhelpdesk@state.gov](mailto:ofmhelpdesk@state.gov) or by telephone at 202-895-3564 for more information.
  - They will add the Port Courtesies module to your e-Gov account.
  - For non-technical questions you may contact Office of the Chief of Protocol at [portcourtesies@state.gov](mailto:portcourtesies@state.gov) or 202-647-4074. After hours, please contact Port Courtesy emergency line at 202-997-4923 and ask for the Port Courtesy Officer.
- e-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>



# Courtesies of the Port

(Request for Facilitation on Arrival)

For additional instructions and information, please refer to our website at: <http://usun.state.gov/about/6632/6636>. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at (212) 415-4131 for assistance.

**Question:** Where can I download a copy of the Courtesies of Port e-Gov User Guide?

**Answer:** Go to <http://usun.state.gov/about/hostaff/c32161.htm> and select link under "COURTESIES OF THE PORT" entitled "e-Gov User Guide"

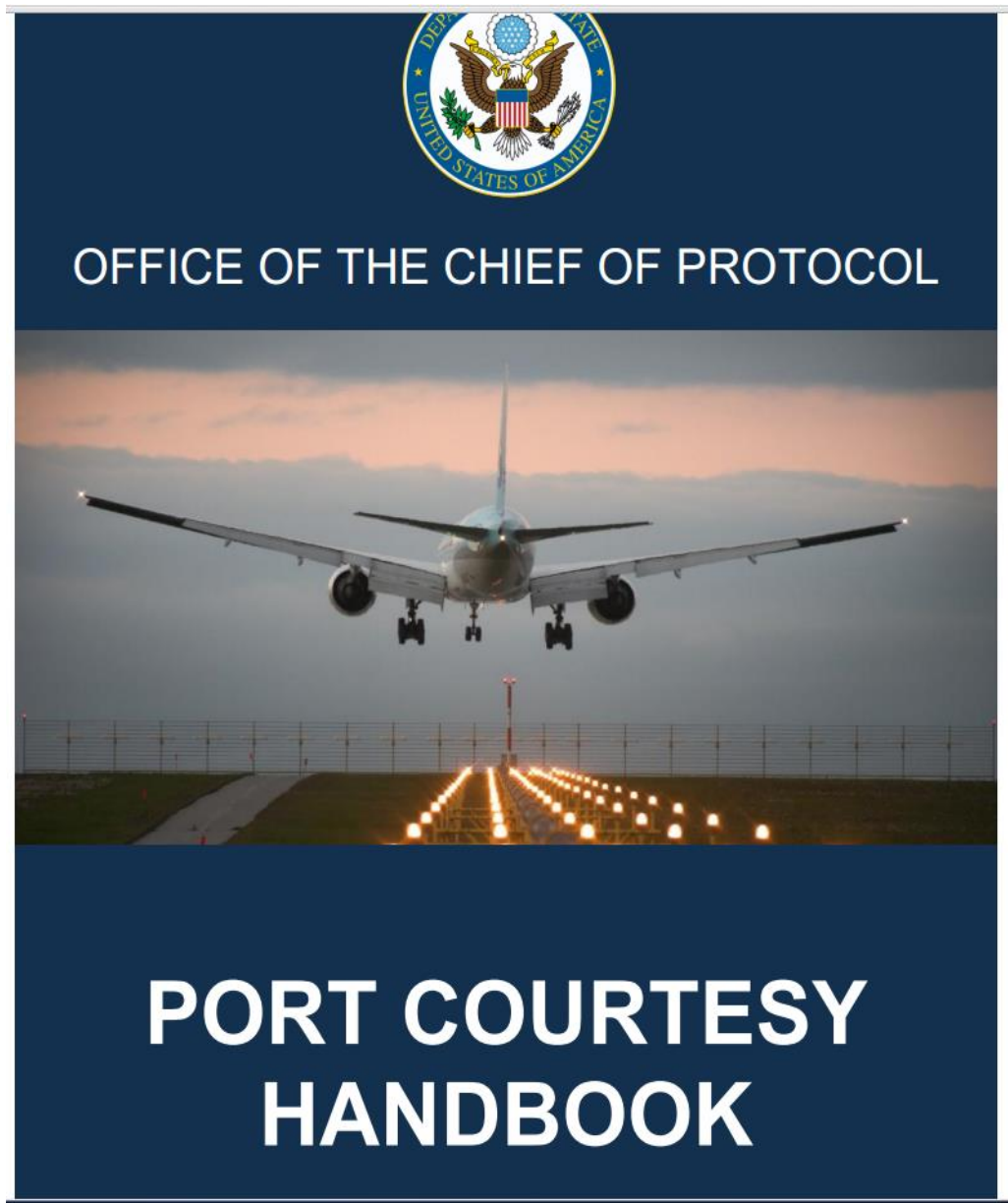
<http://usun.state.gov/about/6632/6636>

## E-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

Please download a copy of the Courtesies of Port e-Gov User Guide to use as a personal reference. This 52-page user guide provides specific directions for submitting a Port Courtesies request and contains important information regarding all aspects of Courtesies of the Port.

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# Office of Foreign Missions' Website

## How to Access OFM E-Gov

<http://www.state.gov/ofm/>

US Department of State, C X

www.state.gov/ofm/

UN Blue Book UN United Nations Conf... Request for Escort S... CIA World Leaders USCIS - Work Autho... IRS - Taxation of No...

U.S. DEPARTMENT OF STATE  
DIPLOMACY IN ACTION

Enter keyword here Search

SECRETARY KERRY MEDIA CENTER BLOG TRAVEL CAREERS BUSINESS YOUTH & EDUCATION MyStateDepartment

ABOUT STATE POLICY ISSUES COUNTRIES & REGIONS ECONOMICS, ENERGY & ENVIRONMENT ARMS CONTROL & INTERNATIONAL SECURITY CIVILIAN SECURITY & DEMOCRACY PUBLIC DIPLOMACY & PUBLIC AFFAIRS ASSISTANCE & DEVELOPMENT

Home » Office of Foreign Missions

Office of Foreign Missions

The Foreign Missions Act (22 U.S.C. 4301-4316) provides the legal foundation to facilitate secure and efficient operations of U.S. missions abroad, and of foreign missions and international organizations in the United States. Congress mandated the creation of the Office of Foreign Missions (OFM) in the Act to serve the interests of the American public, the American diplomatic community abroad, and the foreign diplomatic community residing in the United States ensuring that all diplomatic benefits, privileges, and immunities would be properly exercised in accordance with federal laws and international agreements.

The Office of Foreign Missions has four missions:

- Employment of reciprocity to ensure equitable treatment for United States diplomatic and consular missions abroad and their personnel through reciprocity;
- Regulation of the activities of foreign missions in the United States in a manner that will protect the foreign policy and national security interests of the United States;
- Protection of the United States public from abuses of privileges and immunities by members of the foreign missions; and
- Provision of service and assistance to the foreign mission community in the United States to assure appropriate privileges, benefits, and services on a reciprocal basis.

OFM also provides a range of services to the foreign diplomatic community, including issuance of vehicle titles, vehicle registrations, driver's licenses, and license plates; processing of tax exemption and duty-free customs requests; and facilitation of property acquisitions through local zoning law procedures. By assisting, advising, and regulating

OFM presses for fair treatment of U.S. foreign diplomats based in the United States receive the same treatment that each respective government provides in return. Additionally, OFM assists foreign missions in dealing with local government offices in the United States.

OFM E-Gov System

Stay Connected with State.gov

Connect with OFM on Facebook!

08/05/2016: Diplomatic Note 16-1205: New Aspects of and Procedures related to the Non Eligibility Letter Program

08/05/2016: Notice: Dependent Work Authorization Requests

08/04/2016: Diplomatic Note 16-1204: Mailing ID Cards to Mission Address

08/01/2016: Diplomatic Note 16-1183: Personnel Accredited For More Than Six Years

08/01/2016: Notice: eGovernment System Outage & Upgrades

07/29/2016: Notice: Zika Cases Confirmed

07/27/2016: Notice: New Associate Regional Director for External Relations at OFM Houston

# Office of Foreign Missions E-Gov Account Logon

Users should go to <https://egov.ofm.state.gov>. If a user already has a User ID and password, they should input this information. Users who need access to the system should select “Request access to this system,” which is circled below in red.

The screenshot shows the eGov Login page. At the top, there is a header with the eGov logo and the text "A SERVICE OF THE OFFICE OF FOREIGN MISSIONS U.S. Department of State". Below the header, there is a "Welcome to eGov" message. The main content area contains a login form with fields for "User name:" and "Password:", and a "Log In" button. A red box highlights the "Request access to this system" link at the bottom of the page. Another red box highlights the "Log In" button. A third red box highlights the "Request access to this system" link. A red arrow points from the "Request access to this system" link to the "Request access to this system" link. A red arrow points from the "Log In" button to the "Log In" button. A red arrow points from the "Request access to this system" link to the "Request access to this system" link.

**New users must request access to the system here**

**Registered users: Enter logon information here**

[Request access to this system](#) [Photograph and signature card](#) [Privacy Act statement](#) [Paperwork Reduction Act statement](#) [How are we doing?](#)

Office of Foreign Missions | Department of State | United States of America | Version 2.0.19529.0 | For help please contact Help Desk at 202-895-3564 or [ofmegovhelpdesk@state.gov](mailto:ofmegovhelpdesk@state.gov) | [User Guide](#)

## Access Request for OFM e-Gov Application

The screenshot shows the "Access Request for OFM e-Gov Application" page. At the top, there is a header with the eGov logo and the text "A SERVICE OF THE OFFICE OF FOREIGN MISSIONS U.S. Department of State". Below the header, there is a "Access Request for OFM e-Gov Application" section. The main content area contains a list of eligibility requirements and instructions. A red box highlights the "Link to Account Request Form" link at the bottom of the page. A red arrow points from the "Link to Account Request Form" link to the "Link to Account Request Form" link.

**Link to Account Request Form**

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

**Eligibility**

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

**Instructions**

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#) [Return to Login Page](#)

Office of Foreign Missions | Department of State | United States of America | Version 2.0.19529.0 | For help please contact Help Desk at 202-895-3564 or [ofmegovhelpdesk@state.gov](mailto:ofmegovhelpdesk@state.gov) | [User Guide](#)

# OFM E-Gov New User Application



U.S. Department of State

\*OMB APPROVAL NO.1405-0105  
EXPIRATION DATE:03-31-2018  
ESTIMATED BURDEN:10 MIN.

## APPLICATION FOR OFM WEBSITE ACCOUNT

Email application to OFM HelpDesk at [OFMeGovHelpDesk@state.gov](mailto:OFMeGovHelpDesk@state.gov)

### Type of Request

<input type="checkbox"/> New Account	<input type="checkbox"/> Change to Existing Account	<input type="checkbox"/> Delete Account
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### Section 1 Applicant Information

Mission

1. Surname	2. Given Name	3. Middle Initial	4. PID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Date of Birth (mm-dd-yyyy)	6. Telephone Number	7. E-mail Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

### Section 2 User Acknowledgement

I understand that I am authorized to use this account for the sole purpose of requesting certain privileges and benefits provided by the U.S. Department of State to the mission(s) listed in Section 4 of this application. Any other users of this account are strictly prohibited. I will not divulge my login or password to any other person. I will notify the OFM HelpDesk if I have any reason to believe my password has been compromised. I further acknowledge that improper use could result in administrative action against me.

Print Name   
Signature  Date (mm-dd-yyyy)

### Section 3 Account Access (check applicable sections)

<input type="checkbox"/> All	<input type="checkbox"/> Bonded Warehous	<input type="checkbox"/> Port Courtesies
<input type="checkbox"/> Accreditation	<input type="checkbox"/> Customs	<input type="checkbox"/> Tax
<input type="checkbox"/> Airport Escort	<input type="checkbox"/> DMV	<input type="checkbox"/> White House Tours

### Privacy Act and Paperwork Reduction Statement

**\*AUTHORITIES:** The information is sought pursuant to Vienna Convention on Diplomatic Relations of 1961; Vienna Convention on Consular Relations of 1963; Diplomatic Relations Act (22 U.S.C. 254a-e); International Organizations Immunities Act (22 U.S.C. 288e (a)); Foreign Missions Act of 1982 (22 U.S.C. 4301-4316) as amended.

**PURPOSE:** The purpose of this form is to authorize access to the Office of Foreign Missions' electronic data submission (e-Gov) system. The information solicited on this form will be used to determine eligibility and create user accounts for the e-Gov system.

Email completed application to OFM Help Desk  
at:

[OFMeGovHelpDesk@state.gov](mailto:OFMeGovHelpDesk@state.gov)

# Submitting a Port Courtesy

Once a user has received E-Gove account logon information, access the e-Gov program from the U.S. Department of State's Office of Foreign Missions Website at

<http://www.state.gov/ofm>

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance the user to the **Main Menu**.



The screenshot displays the web interface of the U.S. Department of State Office of Foreign Missions. At the top left is the official seal of the Department of State. To its right, the text "U.S. Department of State" and "Office of Foreign Missions" is displayed in a large, blue, serif font. Below this header is a dark blue navigation bar containing several links: "Main Menu", "Request a New Service", "View Service Requests", "View Profile", and "Logoff". The "Main Menu" link is highlighted with a yellow background. Below the navigation bar, the text "Main Menu" is centered in a bold, black font, also with a yellow background. Underneath, three links are listed: "Request a New Service", "View Service Requests", and "View Your User Profile", all in blue text with underlines. At the bottom of the page, a light blue box contains the text "Logged in as: TESTER" and "Logged in since: Tue, 12/14/2010 10:35:19".

 **U.S. Department of State**  
**Office of Foreign Missions**

[Main Menu](#) | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

**Main Menu**

[Request a New Service](#)  
[View Service Requests](#)  
[View Your User Profile](#)

Logged in as: TESTER  
Logged in since: Tue, 12/14/2010 10:35:19

# Port Courtesy Request

Once logged into the system, the user will be at the main menu page. Here the user has the option to either “**Request a New Service**” or “**View Service Requests.**”



## U.S. Department of State Office of Foreign Missions

[Main Menu](#) | [Request a New Service](#) | [View Service Requests](#) | [View Profile](#) | [Logoff](#)

### Main Menu

[Request a New Service](#)  
[View Service Requests](#)  
[View Your User Profile](#)

Logged in as: TESTER  
Logged in since: Tue, 12/14/2010 10:35:19

Use this link to Request a New Service.

...or you may also use this link.



## U.S. Department of State Office of Foreign Missions

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

Customs	<a href="#">Bonded Warehouse Ordering</a>
DMV	<a href="#">Vehicle Registration</a> <a href="#">Vehicle Title</a> <a href="#">Replacement Plates</a> <a href="#">Driver License/Non-Driver ID</a>
Tax	<a href="#">Tax Exemption Card</a> <a href="#">Exemption from Utilities Taxes</a> <a href="#">Exemption from Gasoline Taxes</a>
Protocol	<a href="#">Notification of Appointment</a> <a href="#">Notification of Change</a> <a href="#">Notification of Termination</a>
Whitehouse Visit	<a href="#">Request for Chief of Mission Tour</a>
Travel	<a href="#">Courtesies of Port</a>

Use this link to create new Courtesies of the Port Request.



# **John F. Kennedy, Newark Liberty and LaGuardia Airports**

**State (Private) Aircraft**

**Motorcade and Parking**

# **Port Authority of NY & NJ - Airports**

## **Introduction**

The United Nations 72<sup>nd</sup> General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

During this time, the Port Authority looks forward to working with you to ensure the most successful visit of your dignitary. This year will bring changes that will affect operations at our airports: reduced number of parking locations for special/state flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from the airports at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation,

*The Port Authority of NY & NJ*

## **Aircraft**

**Private Aircraft** – This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ has instituted a **two (2) hour** restriction on ground parking for all foreign military and state aircraft into JFK, LGA, and EWR. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to an alternate location. At Teterboro airport, extended/overnight parking will be permitted.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International, Newark Liberty, LaGuardia, or Teterboro Airport is strictly prohibited.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to the parking site.
- Port Authority Operations will determine all State aircraft parking locations – contact information is provided below.
- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport arrival to coordinate all ground handling services and all airport fees (landing and parking).
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location with this two (2) hour window.

**Special Flights** – Same as Private Aircraft with the following additions:

- For aircraft larger than a B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations.
- Certain types of aircraft are prohibited from landing due to their size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800 WXBRIEF (1-800-992-7433)

### **Alternate Aircraft Airport Parking Locations**

- Wrightstown/McGuire Air Force Base, New Jersey (KWRI)
- Dover Air Force Base, Delaware (KDOV)
- Newburgh/Stewart International, New York (KSWF)
- Charleston Air Force Base, South Carolina (KCHS)
- Scott Air Force Base, Illinois (KBLV)

**Commercial Flights** - This information is similar for arrivals and departures:

- Please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at all airports, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.
- Please advise the responsible airline directly for any special requirements you may have.

## **Airport Parking at John F. Kennedy International Airport**

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, diplomatic exempt parking fees are available. (\*\*Please see supplement #2 for further details.)

### **Motorcades**

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK 130<sup>th</sup> Place sweep areas (Lot 7). This is a change from our previous location. (\*\*Please refer to the directions in Supplement #1 of this document.)

DO NOT go directly to the POLICE BUILDING for a terminal parking pass during this time.

Once a car is put into position in the motorcade, it must stay in that place with the driver. Also, for special flights and ramp side movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle. We are limiting the number of vehicles in the motorcade to ten (10) vehicles; *this includes the principle's limousine and security vehicles*. We are also limiting the number of motorcades to a private/special flight to two (2) per aircraft. This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle and escorted to the appropriate terminal or ramp.

## **Transportation Security Administration (TSA) Screening**

Per TSA policy, all members of the delegation, except for the principal receiving U.S. Secret Service or U.S. Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

\*\*There is a maximum of two greeters at the gate. \*\*

## **Contact Information**

### **Port Authority of NY & NJ Police John F. Kennedy International Airport**

VIP Sergeant at Police Building 269

718-244-4305, 718-244-4335 or 718-244-3813

Sgt. John Passarotti - [jpassarotti@panynj.gov](mailto:jpassarotti@panynj.gov)

### **Port Authority of NY & NJ Operations John F. Kennedy International Airport**

Assistant Airport Duty Manager & VIP/Diplomatic Flight Coordination

Aeronautical Operations at Building 145

Marlene Mizzi - [mmizzi@panynj.gov](mailto:mmizzi@panynj.gov) ; telephone 718-244-3797

ALL JFK VIP Email - [JFK\\_VIP@PANYNJ.GOV](mailto:JFK_VIP@PANYNJ.GOV)

### **Port Authority of NY & NJ Operations Newark Liberty International Airport**

VIP/Security Lieutenant

Lt. Steven Skific – [sskific@panynj.gov](mailto:sskific@panynj.gov)

973-961-6493

Newark Passenger Service Representative Team - [Newark-PSRTeam@cbp.dhs.gov](mailto:Newark-PSRTeam@cbp.dhs.gov)

### **Port Authority of NY & NJ Police LaGuardia Airport**

VIP Lieutenant

718-533-4028, 718-533-3904 (24 hour desk)

Lt Scott Glazer – [sglazer@panynj.gov](mailto:sglazer@panynj.gov)

### **Port Authority of NY & NJ Operations LaGuardia Airport**

Chief of Operations, PA Operations – Terminal B

718-533-3605, 718-533-3700 (24 hour desk)

Kevin Dauwalter - [kdauwalt@panynj.gov](mailto:kdauwalt@panynj.gov)

## **Fixed Base Operations (FBO) – For arranging aircraft ground services:**

### **John F. Kennedy International Airport, Building 145**

Sheltair Aviation                      347-566-6620

### **LaGuardia Airport, Terminal A**

Sheltair Aviation                      718-779-4040

### **Newark Liberty International Airport**

Eric Richardson                      973-624-1660

Signature Aviation

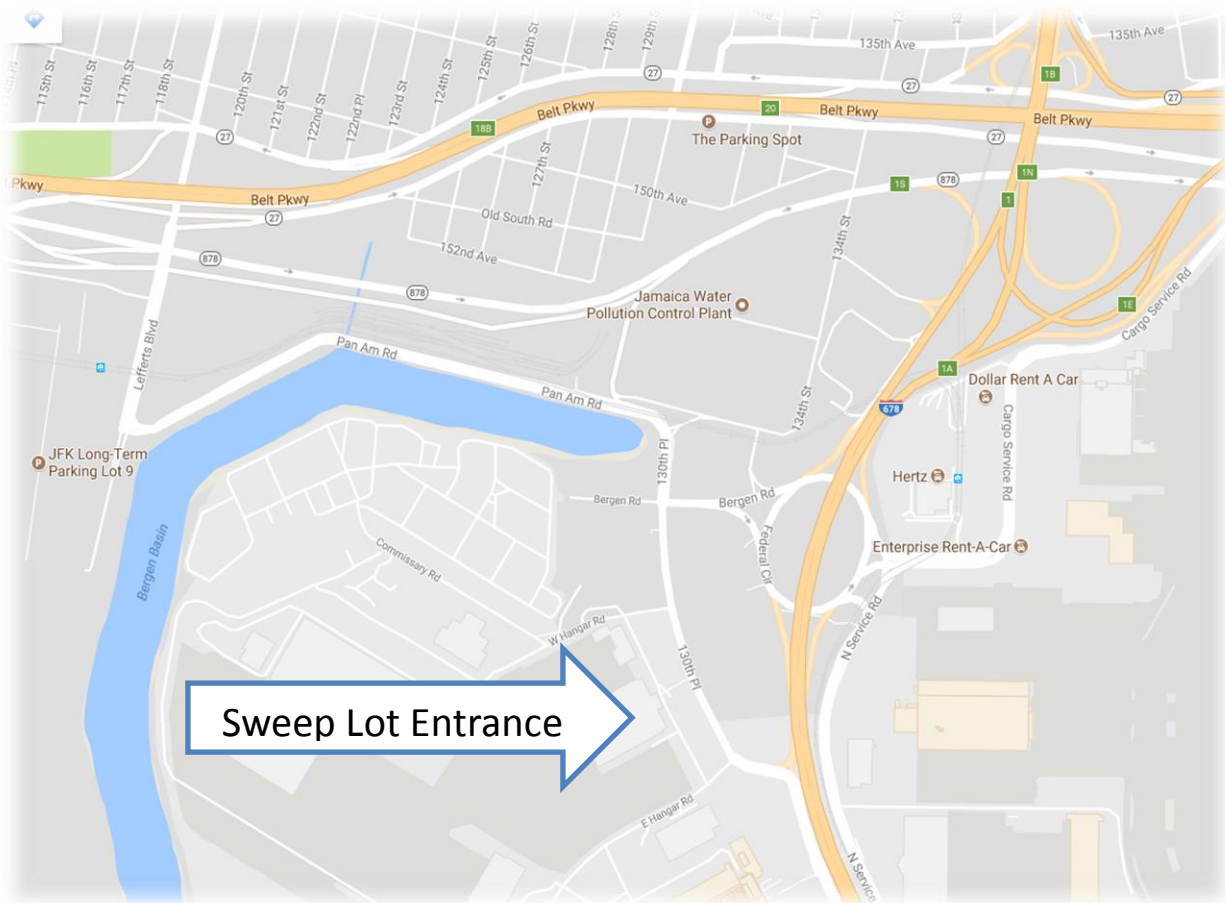
## JFK Airport – Supplement #1

### DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT 130<sup>th</sup> Place & East Hangar Road

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#### Van Wyck Expressway (I-678)

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport.
2. At exit B, toward 130<sup>th</sup> Place, keep right
3. Turn left at the first traffic light onto East Hangar Road
4. The sweep lot entrance will be on your right.



## Diplomatic Exempt Parking Information

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### **John F. Kennedy International Airport Exempt Parking Information**

Diplomatic vehicles will be exempt from parking fees at Terminal parking lots provided that;

1. The vehicle bears U.S. Department of State Diplomat license plates,  
**and**
2. It is for a period less than 24 hours.

It will not be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants are aware of the policy. If problems arise, the vehicle operator should ask the attendant contact the Port Authority parking supervisor to resolve the issue.

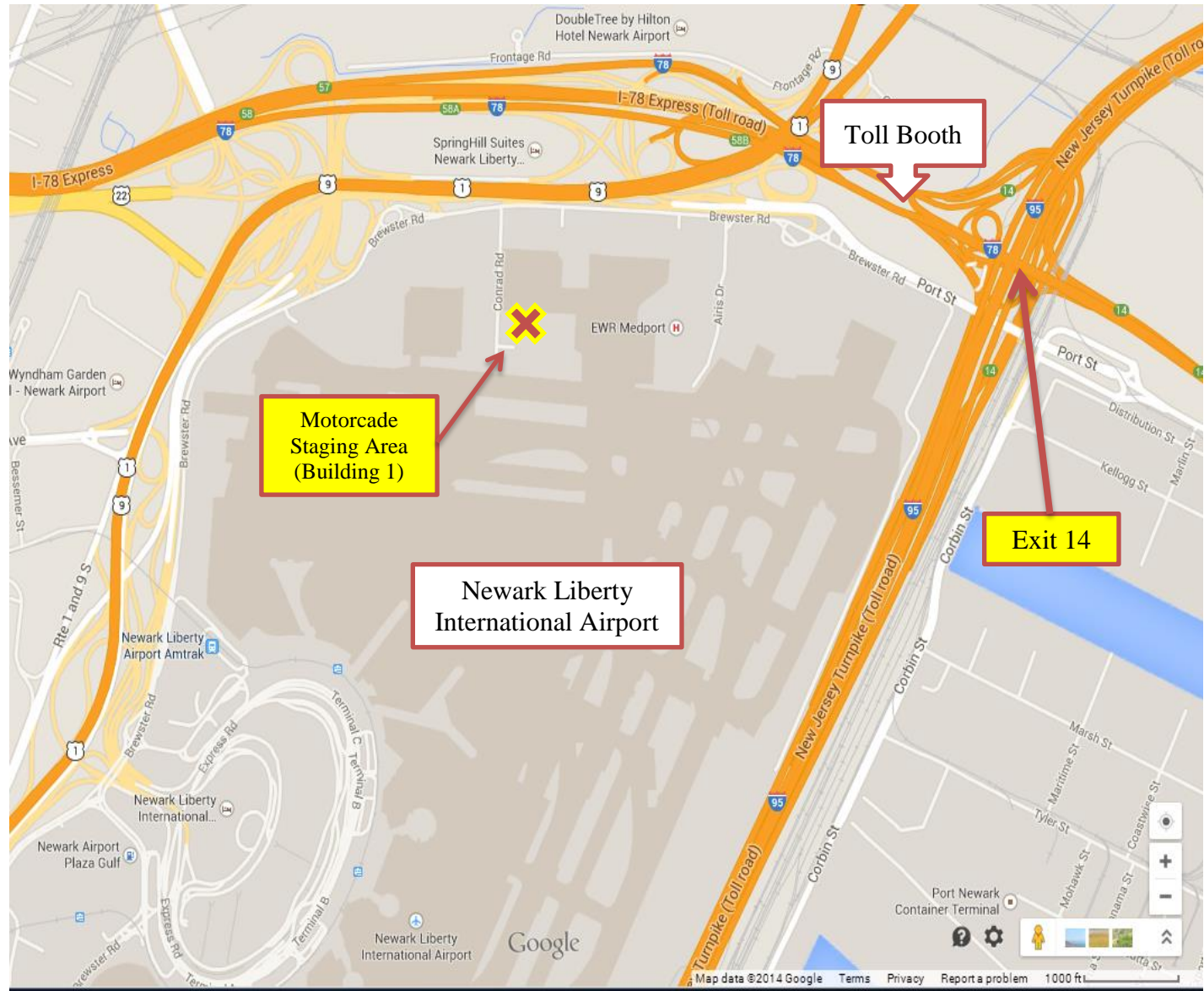
Port Authority Supervisor: 718-244-8158

**\*\*Please note that this procedure does not apply to dignitaries under US Government protection.**

# Newark Liberty International Airport

## Directions to Motorcade Staging Area

Motorcade staging area is in front of Building 1 off Conrad Road.  
Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the New Jersey Turnpike.

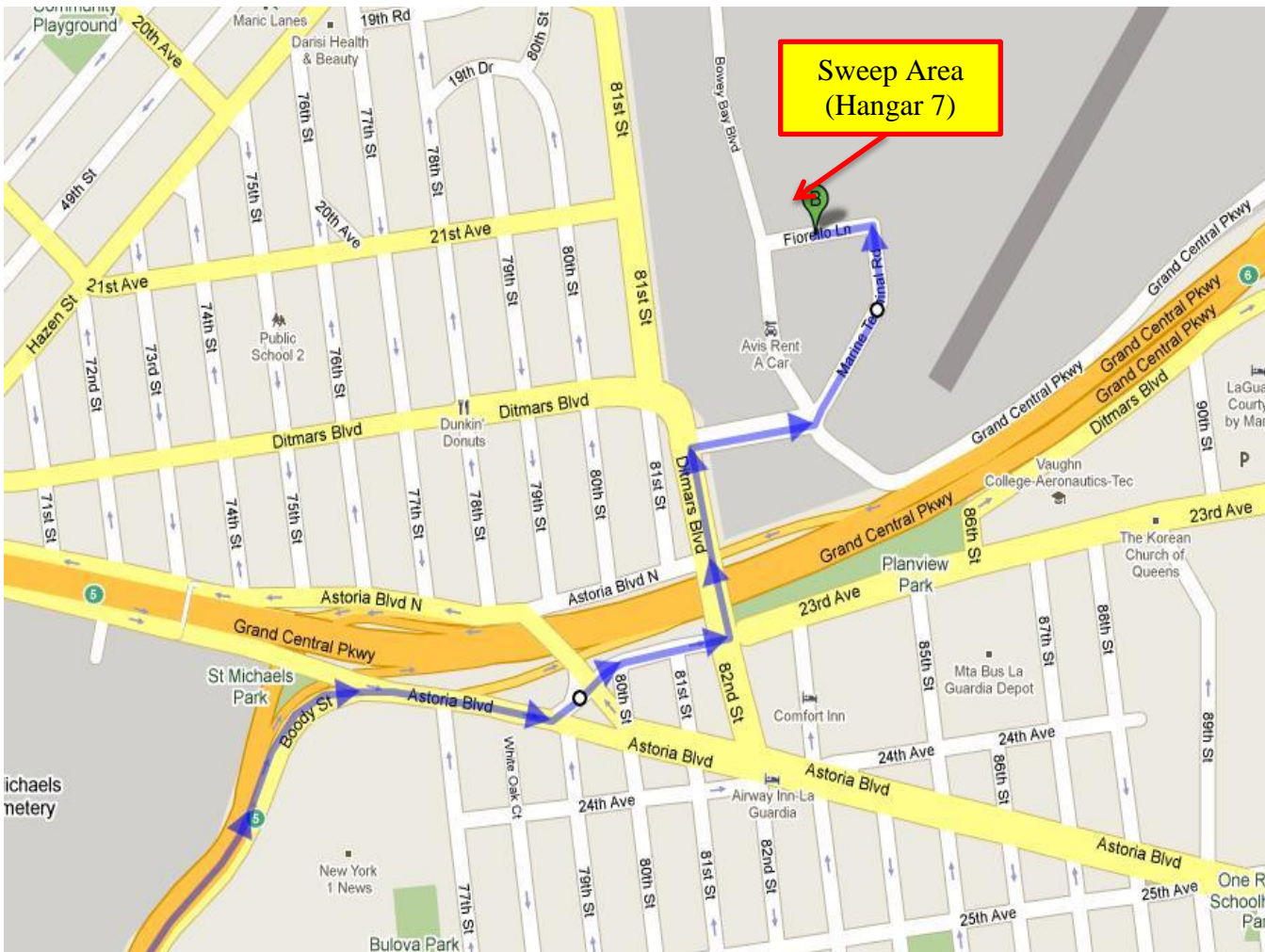


# LAGUARDIA AIRPORT

## DIRECTIONS TO MOTORCADE SWEEP AREA

---

1. Take I-278 (BQE) East to Grand Central Parkway East.
2. Take exit 5 toward Astoria Boulevard / 82<sup>nd</sup> Street / Terminal A.
3. Take a slight right at Astoria Boulevard.
4. Merge left onto 23<sup>rd</sup> Avenue.
5. Turn left at 82<sup>nd</sup> Street (over the GCP).
6. Continue onto Ditmars Boulevard.
7. Turn right at light onto Marine Terminal Road.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right hand side, located on the south side of Hangar #7.





# Diplomatic Aircraft Clearance

## **Definition**

A diplomatic aircraft clearance is the U.S. Government approval, to a foreign government request, for a foreign state aircraft to enter and operate within the national airspace of the United States (to include overflight of Puerto Rico and the U.S. Virgin Islands) in accordance with a specific purpose, itinerary, aircraft, and crew.

## **Who needs to request a diplomatic aircraft clearance?**

- Foreign missions in the United States must request a diplomatic clearance for all foreign military, government owned, or civil aircraft chartered solely to carry an official VIP into U.S. national airspace. If approved, the Department of State will issue a Diplomatic Clearance Number (DCN). Foreign state aircraft are prohibited from entering U.S. national airspace without a DCN. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location.
- The DCN authorizes the crew to operate a specific aircraft strictly in accordance with the itinerary and details as shown in the diplomatic request and approval.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Delta, United, or other foreign carriers.

## **How to file for clearance:**

- Foreign Missions must submit diplomatic aircraft clearance requests via the web-based Diplomatic Clearance Application System (DCAS).
- For questions concerning DCAS, contact Mr. Rodney Bethea at [betheard@state.gov](mailto:betheard@state.gov).



# Diplomatic Aircraft Clearance

## (Continued)

### **When to file for diplomatic aircraft clearance?**

- Foreign Missions **must submit diplomatic aircraft clearance requests a minimum of three (3) full business days in advance** of the planned arrival into U.S. national airspace. For this purpose, a business day is considered to be Monday through Friday, excluding U.S. Federal Holidays.
- Foreign Missions also must submit requests to amend a previously approved request at least three (3) full business days in advance of the planned arrival into U.S. national airspace.
- The Department of State will consider exceptions to the three (3) full business day rule for the following circumstances:
- To support urgent medical, humanitarian, or disaster relief emergencies.
- To support short-notice, official VIP governmental meetings, which are hastily arranged, requiring senior government officials to travel on short notice.

### **Who should submit Diplomatic Aircraft Clearance requests?** **(Embassy or Permanent Mission)**

- Permanent Missions are strongly encouraged to have their embassy in Washington, D.C. file all DCAS requests electronically.
- Most embassies in Washington have trained and experienced DCAS-operators.
- After reviewing the embassy's request, the DCAS Administrator will electronically send an approval notice to the Submitter via the DCAS system.
- The Embassy can then inform the Permanent Mission of the approval.
- Please avoid sending duplicate requests to both the U.S. Permanent Mission to the United Nations and the U.S. Department of State. Multiple requests for the same flight could result in confusion and delays.



# Diplomatic Aircraft Clearance (Continued)

## **Port Authority of NY & NJ aircraft parking limitations**

- During UNGA, the New York/New Jersey Port Authority limits parking and servicing of diplomatic aircraft to two (2) hours at John F. Kennedy, Newark Liberty, and LaGuardia Airports.
- Aircraft commanders are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **THIS IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES**

## **Where to get additional information?**

*Department of State*

Office of International Security Operations: Diplomatic Aircraft Clearance Procedures

The screenshot shows the U.S. Department of State website. The header includes the Department of State logo and the tagline "DIPLOMACY IN ACTION". A search bar is located in the top right. Below the header is a navigation menu with links to various sections: SECRETARY KERRY, MEDIA CENTER, BLOG, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and MYSTATEDEPARTMENT. A secondary menu lists topics: ABOUT STATE, POLICY ISSUES, COUNTRIES & REGIONS, ECONOMICS, ENERGY & ENVIRONMENT, ARMS CONTROL & INTERNATIONAL SECURITY, CIVILIAN SECURITY & DEMOCRACY, PUBLIC DIPLOMACY & PUBLIC AFFAIRS, and ASSISTANCE & DEVELOPMENT. The main content area displays the breadcrumb trail: Home » Under Secretary for Arms Control and International Security » Bureau of Political-Military Affairs (PM) » Office of International Security Operations (PMISO) » Diplomatic Aircraft Clearance Procedures. The title of the page is "Office of International Security Operations: Diplomatic Aircraft Clearance Procedures". Below the title is the heading "DIPLOMATIC AIRCRAFT CLEARANCE PROCEDURES FOR FOREIGN STATE AIRCRAFT TO OPERATE IN THE UNITED STATES NATIONAL AIRSPACE". The content is organized into sections: A. GENERAL CLEARANCE REQUIREMENTS, which includes four numbered paragraphs detailing the process for obtaining a Diplomatic Clearance Number (DCN) and the requirements for transit and landing; and B. AIRCRAFT CLEARANCE LEAD-TIME AND VALIDITY.

<http://www.state.gov/t/pm/iso/c56895.htm>



# Diplomatic Aircraft Clearance

## (Continued)

- To obtain a Diplomatic Clearance Application System (DCAS) account, access <https://dcas.state.gov>. Click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal) and fill in all required information. The DCAS Administrator will review and approve the request or contact the applicant for additional information.

The screenshot shows a web browser window with the address bar displaying <https://dcas.state.gov/Content/Access/CertifyForm.cfm?CFID=324167&CFTOKEN=d59fc9547a74ce4->. The page header includes the U.S. Department of State logo, the title "DIPLOMATIC CLEARANCE APPLICATION SYSTEM", and a navigation bar with links for "Login", "Contact Us", and "Request Account". The "Request Account" link is highlighted with a red box. A red arrow points from a text box containing the instruction "Click here to 'Request Account'" to the "Request Account" link. Below the navigation bar, there is a "USER AGREEMENT" section with a text area containing the following text:

I understand that as a user of the Diplomatic Clearance Application System (DCAS), I have been granted privileges to access the DCAS and facilitate the request for diplomatic aircraft clearance. I understand that as a condition of my use I must adhere to the following restrictions:

- I am responsible for the safeguarding of the username and password assigned to me by the Department of State.
- Passwords will expire every 6 months. Passwords may be changed without notice if the application administrator determines that a potential compromise of login information has occurred.

Below the text area are two buttons: "I Accept" and "I Decline". At the bottom of the page, there is a link to "The United States Entry Guide".

<https://dcas.state.gov>



# U.S. Customs and Border Protection

## JFK/EWR/LGA

### **Newark Liberty International Airport**

All local requests and questions should be emailed to:

[Newark-psrteam@cbp.dhs.gov](mailto:Newark-psrteam@cbp.dhs.gov).

- All requests should be emailed at least 72 hours in advance.
- Maximum of two greeters per flight (regardless of multiple delegations per country on flight).
- Once the delegation is met by CBP, they will be guided through the Immigration and Customs Process.
- All members of the delegation traveling on **Non-Diplomatic Visas** are subject to Biometrics Capture unless exempted by the U.S. State Department.

### **John F. Kennedy International Airport**

Phone: 718 553-1648

Fax: 718 553-0043

[PORTCOURTESY-JFK@cbp.dhs.gov](mailto:PORTCOURTESY-JFK@cbp.dhs.gov)

#### Commercial Diplomatic Arrivals:

- No more than two greeters per flight.
- Only travelers with diplomatic class visas (A or G) will be allowed to proceed "over the top."
- Must have a completed customs declaration form.
- Have a staff member remain behind to collect all checked baggage.

#### Private Diplomatic Arrivals:

- Complete manifests listing all passengers and crew.
- Manifest should include names, dates of birth, passport, and visa information.
- Notify of any changes as soon as possible.
- Completed I-94 forms and Customs Declaration forms are needed for all passengers.



# United States Secret Service: Dignitary Protective Division



**(202) 406-7650    DPD.OPS@USSS.DHS.GOV**

## Dignitary Protective Division Mission:

- DPD Organizes and coordinates protection for Foreign Heads of State/Government and their spouses
- Types of Protection: Full Protection, Port Courtesy Only, and Modified Port Courtesy
- DPD Identification Section develops disposable types of identification pins and press badges
- Types of Visits include: state, official, official working, working, and private.

DPD needs to know the port of entry, detailed flight information, hotel information, and whether or not the diplomats will be accompanied by their spouses.

**LASTNAME**  
"TITLE" OF "COUNTRY"

COUNTRY FLAG

SECURITY U.S. & FOREIGN STAFF

U.S. SECRET SERVICE AGENT & SUPPORT LABELS

DS SECURITY TSO SUPPORT

DD COMMUNICATIONS LAW ENFORCEMENT SUPPORT

GOVERNOR'S SECURITY STATE DEPT. PROTECTIVE BUREAU OF INVESTIGATION

Press

**SARGE**

All Secret Service photo identification is considered PROPERTY OF THE UNITED STATES GOVERNMENT and must be protected from potential misuse. As such, any marking, copying or reproduction of USGI identification is prohibited and in violation of Title 18, U.S. Code Part 1, Chapter 33, Section 793. This information has been deemed LAW ENFORCEMENT SENSITIVE. Please destroy this document upon termination of assignment.

## DPD Trip Identification Card



# Airport Escort Screening Courtesies

## (Request for Facilitation on Departure)

\* This is for Departures only, and is not to be used for arrival requests

### Definition

Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

### Who is eligible?

Foreign officials who are the functional equivalents of United States Cabinet-level officials are eligible for the services provided under the AESC program when they are not escorted by the U.S. Secret Service, Department of State's Diplomatic Security Service, or other recognized U.S. government protective details. The dignitary's spouse and children under the age of 12 may also receive services under the AESC program when accompanying the dignitary.

- The AESC program requires approval from multiple agencies and involves specialized screening arrangements on behalf of the Transportation Security Administration's Airport security screening process; therefore **we are required to strictly adhere to a pre-established eligibility list.**
- In addition, AESC requests must be submitted a minimum of **THREE (3) business days** in advance of the dignitary's first departure date. Understand that this deadline is critical to ensure adequate time to file the necessary paperwork with all those involved in the departure process.
- It is important to note that the AESC's (departures) eligibility criteria differ from that of the Port Courtesies (arrivals).



## Airport Escort Screening Courtesies (Continued)

- Please note that a country's view of a particular official's rank and entitlement to AESC on departure may differ from the view of the Department of State. As the U.S. is providing AESC on departure as a **courtesy**, the Department of State shall determine whether a particular foreign official is entitled to AESC on departure.
- High level dignitaries who are boarding an aircraft at one airport in the United States for another U.S. airport are also eligible for Airport Escort Screening Courtesies at the airport of departure. Your request should include a full U.S. travel itinerary for all internal (domestic) flights as well as flights departing the U.S. for international destinations.
- AESC requests are not necessary for state (private) flights.

## **Updates or Changes to Itinerary**

- Updates or changes in departure itinerary must be initiated as soon as possible and a **new updated request AESC form** must be sent via email to USUN and Washington directly at the following email addresses:
  - [airportescorts@state.gov](mailto:airportescorts@state.gov)
  - [escortscreening@state.gov](mailto:escortscreening@state.gov).
- The updated request should include the statement “**update of itinerary**” in the subject line. It is also strongly recommended that the updated departure details be included in the body of the email as well as on the “**Updated**” request form.



# Airport Escort Screening Courtesies

## (Continued)

### Transportation Security Administration's Travel Protocol Office (TSA-TPO) Program

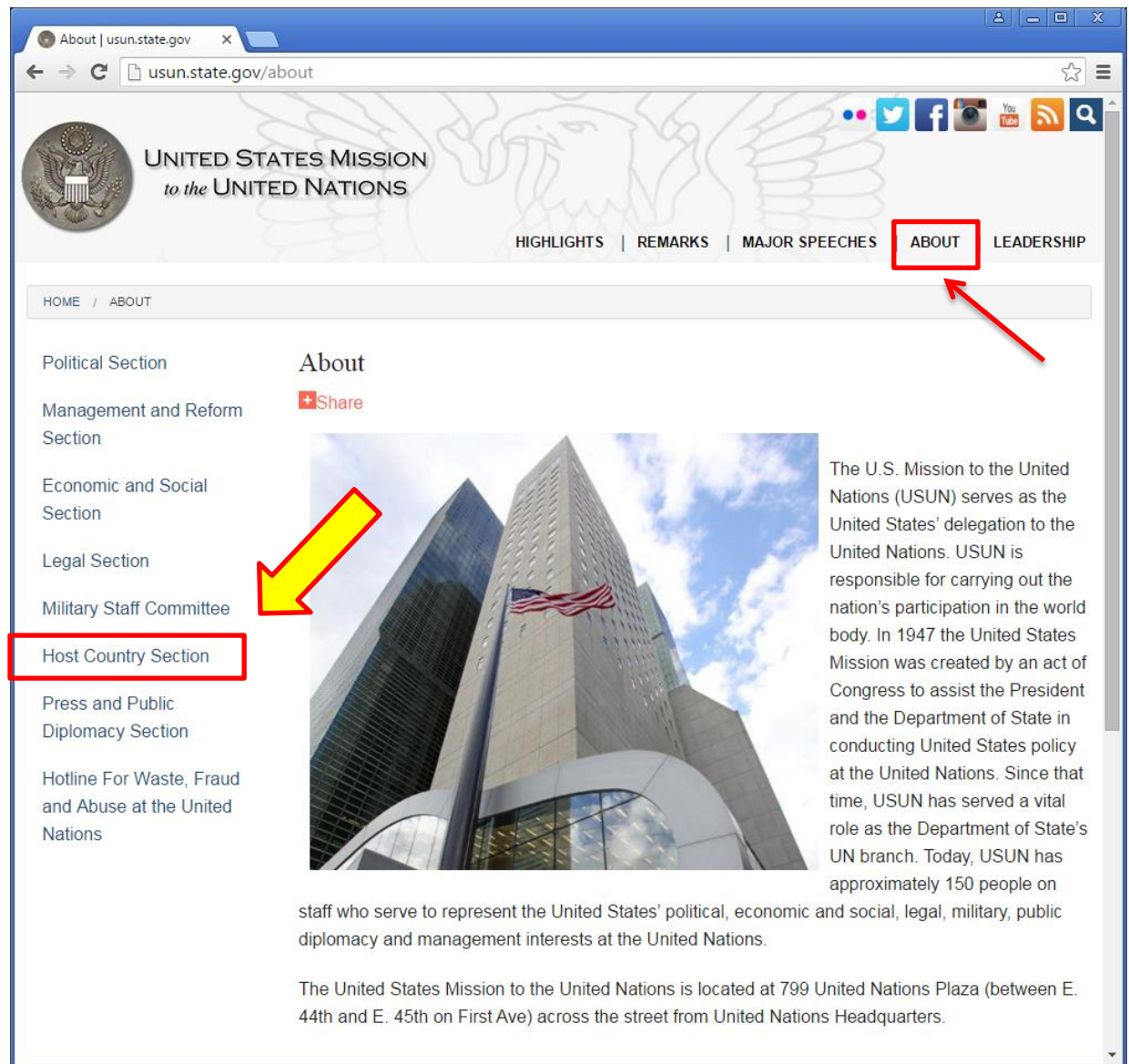
- The TSA-TPO Program is a resource which can be utilized for traveling Ambassadors and for VIPs who are denied AESC for eligibility reasons (this does not include individuals who were denied based on TIME).
- The TSA-TPO Program is managed and administrated by TSA and offers *expedited* screening for VIP travelers which is different and separate from the AESC Program.
- Expedited screening via the TSA-TPO Program can be requested by calling 888-262-2396, 703-603-1558 or via email at [tsa.tpo@dhs.gov](mailto:tsa.tpo@dhs.gov). When submitting a request via email please include the following:
  - Full name of the traveler
  - Travel dates with full flight itinerary
  - Point of contact with direct contact information to include an afterhours phone number



# Airport Escort Screening Courtesies (Continued)

U. S. Mission Website

<http://www.usun.state.gov>



\*Click on “About” and then “Host Country Section” to find the link for Airport Courtesies”



# Airport Escort Screening Courtesies (Continued)

## Escort Screening Courtesies Request Form

Airport Courtesies | usun.s X

usun.state.gov/about/6632/6636

airports. If authorized, a special lane moves high-ranking dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for Courtesies of the Port must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account request form to the Office of Foreign Missions. You may contact the Office of Foreign Missions help desk by e-mail at [ofmgovhelpdesk@state.gov](mailto:ofmgovhelpdesk@state.gov) or by telephone at 202-895-3564 for more information. They will add the Port Courtesies module to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at [portcourtesies@state.gov](mailto:portcourtesies@state.gov) or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer. USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to request Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

**Courtesies Of The Port Request Form**      **ESCORT SCREENING COURTESIES for DEPARTURE**

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department official at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesies" form must be submitted at least three (3) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037 or 212-415-4453

Diplomatic Note HC-73-14 - Update to Escort Screening procedures      **Escort Screening Courtesies Request Form**

**OVERFLIGHT AND LANDING CLEARANCES**

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For assistance contact: 202-736-7158.

**Overflight and Landing Clearance Request Form**

Complete the form and save as a "Word" document. Email as an attachment to:  
[Airportescorts@state.gov](mailto:Airportescorts@state.gov)

Example of the "Escort Screening Courtesies Request Form" is located on the following page.



# U.S. DEPARTMENT OF STATE

## REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO [AIRPORTESCORTS@STATE.GOV](mailto:AIRPORTESCORTS@STATE.GOV). PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

<b>Date of Request:</b>	<b>DATE OF REQUEST</b>  month/day/year <small>(Example: January 30, 2004)</small>	<b>Passport Nationality:</b>	<b>ENTER PASSPORT NATIONALITY</b>
		<b>Passport Number:</b>	<b>ENTER PASSPORT NUMBER</b>
<b>Full Name of Traveler:</b>	<b>NAME OF OFFICIAL</b>		
<b>Official Title:</b>	<b>TITLE OF OFFICIAL</b>		
<b>Date of Birth:</b>	<b>OFFICIAL'S DATE OF BIRTH</b>  month/day/year <small>(Example: January 30, 2004)</small>	<b>Country of Birth:</b>	<b>OFFICIAL'S COUNTRY OF BIRTH</b>
		<b>City of Birth:</b>	<b>OFFICIAL'S CITY OF BIRTH</b>
<b>Point of Contact:*</b>	<b>ENTER NAME OF CONTACT</b>		
<b>Organization:</b>	<b>ENTER MISSION/EMBASSY</b>		
<b>Telephone &amp; Fax Numbers:</b>	<b>Phone:</b>	<b>Extension:</b>	<b>Fax:</b>
<b>After Hours Telephone Number(s):</b>	<b>PROVIDE AFTER HOURS PHONE NUMBER</b>		
<b>E-Mail Address for Confirmation:</b>	<b>ENTER EMAIL ADDRESS</b>		

### FLIGHT ITINERARY

	If traveling from or to Washington DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
<b>Airline and Flight No.</b> <b>ENTER AIRLINE AND FLIGHT NUMBER</b>	<b>Departure Airport</b> AIRPORT DEPARTING FROM (i.e., JFK)	month/day/year <b>MONTH/DAY/YEAR OF DEPARTURE</b>	Time <b>TIME OF DEPARTURE</b>
	<b>Arrival Airport</b> DESTINATION AIRPORT (i.e. PARIS, FRANCE)	month/day/year <b>MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION</b>	Time <b>TIME OF ARRIVAL AT DESTINATION AIRPORT</b>
<b>Airline and Flight No.</b> <b>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</b>	<b>Departure Airport</b> Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> Airport	month/day/year ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm

\* The name of the Mission's point of contact must appear on the form or the request will not be processed.

**Itinerary continues on next page:** ☐ Yes ☐ No



## U.S. DEPARTMENT OF STATE

### REQUEST FOR ESCORT SCREENING COURTESIES

<b>Full Name of Traveler:</b>	
<b>Official Title:</b>	
<b>Nationality:</b>	

#### FLIGHT ITINERARY CONTINUATION

	If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box.		
<b>Airline and Flight No.</b> <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small>	<b>Departure Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
<b>Airline and Flight No.</b>	<b>Departure Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm
	<b>Arrival Airport</b> <div style="border: 1px solid black; padding: 2px; text-align: center;">Airport</div>	month/day/year ----        ----	Time : <input type="checkbox"/> am <input type="checkbox"/> pm



# Airport Escort Screening Courtesies

(Continued)

## Important Reminders

- Request forms are available on the U.S. Mission to the United Nations web-site at:  
[WWW.USUN.STATE.GOV](http://WWW.USUN.STATE.GOV)
- Request forms **must** be saved as a “Word” document and e-mailed THREE (3) full business days prior to the dignitary’s departure.
- Notifications **must** be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:  
[AIRPORTESCORTS@STATE.GOV](mailto:AIRPORTESCORTS@STATE.GOV)
- In order to prevent delays: Request forms **must** be sent via e-mail – IF you do not receive an automatic response that your request has been received within 15 minutes of sending your request, it is imperative that you contact the USUN Airport Escort Screening Officers at 212-415-4037 or 212-415-4453
- Please **do not** send a duplicate request form to our Washington office. Multiple requests for the same dignitary results only in confusion and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them; please do not send a separate request.
- Dignitaries departing on diplomatic (special/private) aircraft **cannot** be afforded “Escort Screening Courtesies” on departure.
- The request form must be completed as indicated on the previous two pages.
- **Important:** Should the Escort Officer not be able to reach the POC/VIP within 24 hours of departure, the VIP will be at risk of not receiving these courtesies due to cancellation of the assignment because the POC was unreachable.